

CLASS TITLE: CHIEF CHILD PROTECTIVE INVESTIGATOR**Class Code: 02825500****Pay Grade: 39A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, directing, coordinating and supervising a statewide program of receiving, screening, evaluating, and investigating complaints relative to alleged child abuse and/or neglect and alleged institutional abuse and/or neglect; to supervise the investigative units involved in taking necessary measures to ensure the protection of children; as assigned, to direct staff engaged in the confidential investigation of complaints of alleged improper conduct of employees; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports for results obtained.

SUPERVISION EXERCISED: Plans, organizes, coordinates, reviews and directs the work of a professional staff engaged in the supervision of a specialized staff; to supervise a clerical staff; may supervise data entry staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing, directing, coordinating and supervising a statewide program of receiving, screening, evaluating, and investigating complaints relative to alleged child abuse and/or neglect and alleged institutional abuse and/or neglect; to supervise the investigative units involved in taking necessary measures to ensure the protection of children; as assigned, to direct staff engaged in the confidential investigation of complaints of alleged improper conduct of employees.

To provide supervision and technical assistance to supervisory staff concerning complex child abuse and/or neglect procedures.

To assist in the planning, dissemination and implementation of various policies and procedures pertaining to institutional child abuse and/or neglect; the investigation of, the reporting of, etc.

To review, with supervisory staff, investigative case files for accuracy of contents.

To recommend a course of action for investigators if additional information is needed to support/refute allegations.

To prepare comprehensive reports relating to investigative findings, statistics, trends, and other related subject matters.

To assist in planning, organizing, and conducting staff development programs for investigative staff and other interested departmental staff.

To plan and conduct workshops, seminars, or other such educational programs for schools, community groups, and law enforcement agencies to explain the Department for Children and Their Families' objectives, procedures, rules and regulations which concern child abuse and neglect and how these interested groups can work in conjunction with the department in the protection of children.

To be responsible for the day-to-day supervision of staff and clerical workers, and to make evaluations of their progress, efficiency, conduct and overall performance.

To confer with departmental officials on a regular basis to report trends and other developing areas regarding child abuse/neglect.

To related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the effective methods in investigative practices; a thorough knowledge of the department's policies, procedures, goals, and requirements and the ability and commitment to adhere to them; a thorough knowledge of state federal laws and regulations pertaining to child abuse and neglect; the ability to conduct confidential investigations; the ability to instruct and guide others in all phases of investigative techniques; the ability to extract and interpret highly complex information and ascertain facts by personal contacts and analyzing documents; the ability to conduct investigations in areas where dangerous situations may be encountered; the ability to plan, organize coordinate, review and direct the work of a subordinate staff; the ability to establish and maintain effective working relationships with superiors, associates, other public and private agencies, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited institution of higher learning possessing a Master's Degree with specialization in Public Administration, Criminal Justice, Social Science, Law Enforcement or other related field; and

Experience: Such as may have been gained through: full-time employment in a professional position involving the completion of investigations, completion of protective services investigations, or other investigative experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess a valid Rhode Island motor vehicle operator's license and must maintain such license as a condition of employment.

Class Revised: July 3, 1988

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